



Tully Central Schools
Education Today For Tomorrow's Challenges

EXECUTIVE SECRETARY

• PROVISIONAL EXECUTIVE SECRETARY

- Junior-Senior High School Main Office
- Anticipated Start date – on or before June 30, 2025
- Salary Range – \$21.00 - \$21.89/hour
- Full time/11.5 months
- 35 hours per week during regular school year (Sept. 1 – June 30); 30 hours per week during summer recess
- Appointment is contingent upon being on the current Cortland County Civil Service eligible list and/or taking the next available Cortland County Civil Service exam and placing in the top three candidates.
- Salary and benefits per the current Tully Clerical Staff Agreement

Please apply using the links on the Tully Central School District Website or by using the following link: [Cortland County Civil Service Application](#)

For additional questions, please contact the district office at 315-696-6204.

Interviews will be scheduled immediately upon review of candidates.

Application Deadline: June 9, 2025

Posted: May 28, 2025